

EMERGENCY PREPAREDNESS

- Routinely update emergency telephone numbers and post in a prominent location;
- Develop written communications plan to coordinate with employees and local hospitals;
- Test sirens or other alarm systems on a regular basis;
- Practice emergency evacuation procedures;
- Provide training to emergency coordinators;
- Ensure that first-aid supplies are on-hand, inventoried, and fully stocked for the number of employees at the facility.

EPA's Drinking Water Website:
<http://www.epa.gov/safewater/security>

Homeland Security Office Website:
<http://www.whitehouse.gov/homeland>

ADDITIONAL RESOURCES FOR SITE SECURITY

FBI's Home Website: <http://www.fbi.gov>

EPA's General Site Security Information Website:
<http://www.epa.gov/swercopp/p-small.htm>

EPA's Site Security Fact Sheet on Chemicals:
<http://www.epa.gov/ceppo/pubs/secalc.pdf>

EPA's Local Emergency Planning Committee and
Deliberate Releases Fact Sheet:
<http://www.epa.gov/ceppo/factsheet/lepcct.pdf>

EPA's Ammonia Theft Fact Sheet:
<http://www.epa.gov/ceppo/pubs/csalert.pdf>

EPA's Fact Sheet on Chemical Releases Related to
Electrical Power Outages:
<http://www.epa.gov/ceppo/pubs/power.pdf>

American Chemistry Council's (ACC's) Site Security
Guidelines for the Chemical Industry and ACC's
Transportation Security Guidelines for the Chemical
Industry: <http://www.americanchemistry.com>



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Security Awareness For Industrial And Municipal Facilities

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download and printing times from Web site]

*Because of the tragic events on 9-11-01, homeland
security is one of the nation's highest priorities.
Each of us can play a role in safeguarding our
country from terrorism.*

*The purpose of this brochure is to suggest what
steps you may take to protect your facility, your
products, and your community.*

EMERGENCY CONTACTS

Local Law Enforcement: _____

Local Emergency Planning Committee: _____

State Patrol: _____

FEDERAL OFFICES

FBI - Colorado: 303 629-7171

FBI - Utah: 801 579-1400

FBI - North Dakota: 612 376-3200

FBI - South Dakota: 612 376-3200

FBI - Wyoming: 307 632-6224

FBI - Yellowstone N.P. 307 632-6224

FBI - Montana: 801 579-1400

EPA National Response Ctr.: 1-800 424-8802

EPA Region 8 Toll Free #: 1-800 227-8917

REPORT SUSPICIOUS ACTIVITIES TO LAW ENFORCEMENT AUTHORITIES

If a breach of security or suspicious activity does occur, timely cooperation with authorities is crucial. In addition to cooperation with your local police department, the FBI requests that you expeditiously report any threats or suspicious behavior to your local FBI field office. You should provide the following information:

- Description of individual and vehicle, including license plate number;
- Any break-ins;
- Missing chemicals, equipment or blank documentation forms (such as shipping papers).

SUSPICIOUS ACTIVITIES

Be alert if you observe someone engaging in any of the following activities, especially if the individual is a stranger to the area:

- The individual, a non-regular customer, requests to purchase large amounts of chemical, pesticide, product(s) etc. with cash;
- The individual is loitering on your premises or around toxic materials with no legitimate reason for being there;
- The individual hesitates or hedges when asked for information such as name, address, or photo identification;
- The individual provides personal identification that appears to have been altered, or commercial certification alterations;
- The individual asks specific questions about

toxicity of a chemical or operation of equipment;

- You notice a person or persons loitering on or near the chemical storage area;
- The individual acts nervous, avoids eye contact and/or is uneasy.

SECURITY SUGGESTIONS

- Develop and implement written security procedures to address potential risks and potential vulnerabilities;
- Complete employee background checks;
- Assess overall physical security of the facility and identify potential threats, vulnerabilities, risks, and countermeasures;
- Develop written plan to coordinate with local law enforcement authorities;
- Develop written plan to coordinate with local fire department and to alert them of the chemicals that are on-site and their storage location;
- Establish proper authorization for employees who work in sensitive or restricted areas;
- Check identification of employees and visitors;
- Review emergency shutdown procedures;
- Limit access to sensitive areas;
- Ensure protection of network from Internet hacking;
- Limit removal of hazardous materials or sensitive documents to authorized personnel only;
- Obtain back-up power source(s);
- Training for employees and contractors concerning security awareness, operation of emergency equipment, and procedures for emergency response;
- Perform periodic unscheduled, undercover security inspections and assessments; make

adjustments as necessary.

SITE SECURITY

Facility security needs may differ for every business, some of the fundamental security control points may include:

- Establish perimeter protection which uses fences, trenches, natural barriers, turnstiles, and security lighting;
- Change locks, passwords, etc. following termination of an employee;
- Implement access control measures, such as signs, security doors and window locks, alarm systems, and card-based access control systems;
- Protect and backup critical communications equipment and utilities;
- Remove security-sensitive information from facility Internet site;
- Periodically analyze computer transaction histories to look for irregularities that might indicate security breaches;
- Back-up data and critical material at an alternate location;
- All hazardous materials deliveries coming into the facility should be accompanied by shipping papers and driver photo identification.
- Employ security personnel if necessary to ensure site security.